

## Employee Notice List

NASA Employee Notices	Timeline Requirements	Regulation/ Directive
Weingarten Notice	January	5 USC 7114(a)(3)(B)
Annual NASA Scholarship Fund call for nominations	February	TBD
Telecommuting Availability of Benefit	March	NPR 3800.1
FEGLI General Information and NEBA Availability	April	FEHB Handbook NPR 3800.1
NEBS-Availability of Tool	April	Not Required
FEHB General Information	May	FEHB Handbook NPR 3800.1
Prohibited Personnel Practices & Merit Principles Annual Reminder	May	EO 13197, 5 USC2301 & 2302
Annual Savings Bonds	May	Not Required
Family and Medical Leave Act (FMLA):Notification of Entitlements	June	FMLA
Long-term Care Insurance Program availability	July	NPR 3800.1
CPP Availability	July	5CFR 335.103(b)(1)
FEGLI Reminder-update Designation of Beneficiary	August	Not Required
CFC Campaign	August	EO 12353 & 12404, 5CFR 950.102(a)
Thrift Savings Plan (TSP) program availability	September	NPR 3800.1
Annual Leave Forfeiture & Voluntary Leave Transfer	October	5CFR 630.308
FEHB Open Season	October	FEHB Handbook NPR 3800.1
Flexible Spending Account Open Season	October	NPR 3800.1
Pay Comparability Adjustment Notification	December	Not Required
Flexible Spending Act Notice (FSAFEDS) Use or Lose Deadline	February	Not Required
Federal Group Life Ins. (FEGLI) Open Season	Infrequent, Prior to an Open Period	FEGLI Handbook NPR 3800.1